

OFA-07-MASC

**National Oceanic and Atmospheric Administration
Rotational Assignment Program**

Occupational Category:

Managerial ☒ Technical ☐ Analytical ☐

Administrative ☐ Clerical/Support ☐ Other ☐

Level of Responsibility: GS ☐ 14/15 ☐ Pay Band ☐ WG/WM ☐

Duration: 3 months ☒ 6 months ☐ Other ☐

Timeframe: 1st quarter ☐ 2nd quarter ☐ 3rd quarter ☒ 4th quarter ☐

Title of Assignment: Management Support to the Director, Mountain Administrative Services Center (MASC)

Assignment Objective:

The time spent supporting the MASC Deputy Director will provide enhanced leadership skills through team building, written and oral communications, creativity, vision, strategic thinking, influencing, and negotiating. Duties of this assignment are similar to that of a Deputy Director.

Description of Tasks:

Provide backup and assistance to the MASC Director in support of day-to-day business line requirements and special projects. The participant will learn how to handle a variety of administrative tasks which require people skills, problem solving techniques, negotiating skills, communications skills, and multitasking abilities. Our objective is a mutual benefit situation where the participant will gain experience as a high level manager and MASC will benefit from the knowledge and expertise brought to the position. At the conclusion of the assignment the participant will gain knowledge and perspective in communicating with business line leads and negotiating a single solution; assuming the responsibility for special assignments and ensuring the completed project meets the stated requirements and goals; and discovering abilities to successfully coordinate and balance multiple requests with competing priorities.

Special Requirements and Selection Criteria:

The assignment requires strong leadership and communication skills, ability to multitask, and outstanding writing skills.

NOAA Line/Staff Office: NOAA Finance and Administration, MASC Office of the Director

Point of Contact: Tracy Levstik, Boulder, CO – 303-497-4231

OFA-08-ECHSSO

**National Oceanic and Atmospheric Administration
Rotational Assignment Program**

Occupational Category:

Managerial X Technical Analytical

Administrative Clerical/Support Other

Level of Responsibility: GS 14/15 Pay Band WG/WM: WG

Duration: 3 months 6 months Other tbd xx

Timeframe: 1st quarter 2nd quarter 3rd quarter x 4th quarter tbd

Title of Assignment: Security/Emergency Preparedness Plans and Operations

Assignment Objective:

Directly engage in developing and implementing plans and operations ensuring services supporting NOAA's most critical operations continue in the face of emergencies whether of natural, technological, or intentional origin.

Description of Tasks:

Participants will participate in the refinement & testing of OFA's Business Continuity and Recovery Plan, ensure Continuity Of Operation Planning at OFA occupied nationwide, implement the initial phases of OFA's Communication Plan, and assist in the design & creation of the OFA Emergency Operations Center for the OFA Emergency Management Team.

Participants will develop S/EPD's orientation training within the National Capital Area and the Administrative Support Centers (ASCs) to include, conducting workshops, and tabletop exercises testing emergency planning products against pre-defined scenarios.

Special Requirements and Selection Criteria:

Due to the nature of this assignment, it would be preferred if participants could be available Monday-Friday (as opposed to AWS)

NOAA Line/Staff Office: NOAA Finance and Administration, Environmental Compliance/Health/Safety/Security Office

Point of Contact: Don Wynegar, 303-497-6219 or Gary Knebel, 301-713-9054x109

**National Oceanic and Atmospheric Administration
Rotational Assignment Program**

Occupational Category:

Managerial __X_ Technical____ __Analytical____

Administrative _____ Clerical/Support _____ Other____

Level of Responsibility: GS_14/15____ Pay Band _____ WG/WM: WG _____

Duration: 3 months xx____ 6 months____ Other__tbd____

Timeframe: 1st quarter__ 2nd quarter_x_ 3rd quarter_x_ 4th quarter_tbd_

Title of Assignment: Emergency Preparedness Assessment

Assignment Objective:

Establish and manage phased and tiered program for self-assessment by facility managers at NOAA occupied sites. Results of self-assessment support correction of deficiencies in physical security and preparedness to respond and recover from incidents of natural, technological or intentional origin.

Description of Tasks:

Program development and implementation of web-based self-assessment instrument or other method of remote assessment of facility and staff readiness.

Special Requirements and Selection Criteria:

Due to the nature of this assignment, it would be preferred if participants could be available Monday-Friday (as opposed to AWS).

NOAA Line/Staff Office: NOAA Finance Administration, Environmental
Compliance/Health/Safety/Security Office

Point of Contact: Don Wynegar, 303-497-6219 or Gary Knebel, 301-713-9054x109